

Please submit one (1) copy of this form and all supplementary materials and update at least yearly with the Designer Selection Board. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. Additional space may be added to the sections of the form as needed to respond to individual questions.

<p>Purpose: The policy of the Commonwealth of Massachusetts in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. The Designer Selection Board 2000 Master File, "is provided for that purpose. Interested A/E firms (including new, small, woman and/or minority firms) should complete and file a DSB Master File Brochure in order to be considered for state projects under the jurisdiction of the Designer Selection Board. Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information which the applicant deems essential to be representative of his or her capabilities. All material shall become property of the Commonwealth, may be disposed of without notification, and shall be considered public information. An updated copy of this form must be on file with the DSB in order to be considered for specific project applications. Note that this form is based on the Federal 254 form but it is different in several respects. DO NOT USE THE FEDERAL STANDARD FORM 254.</p> <p>Instructions for Filing (Numbers below correspond to numbers contained inform):</p> <ol style="list-style-type: none"> 1. Type accurate and complete name of submitting firm, its address, telephone and zip code. 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.) 1b. Include Massachusetts Vendor ID for submitting firm if the firm has previously contracted with the Commonwealth of Massachusetts. 2. Provide date the firm was established under the name shown in question 1. 3. Show date on which form is prepared. All information submitted must be current and accurate as of this date. 4. Enter type of ownership, or legal structure, of firm (individual, sole proprietor, partnership, LLP, LLC, dba, corporation {public, private, professional}, joint venture, etc.) Note: If applicant is a joint venture, the information required in this application shall be required for each joint venturer, as well as for the joint venture itself. Check appropriate boxes indicating if firm is (A) SOMWBA Certified minority business enterprise (MBE); (B) SOMWBA Certified woman business enterprise (WBE); or (C) SOMWBA Certified minority woman business enterprise (M/WBE). Branches of subsidiaries of large or parent companies, or conglomerates should insert name and address of highest-tier owner. 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity (ies) and the year(s) of their original establishment. 	<ol style="list-style-type: none"> 6. List names and titles of all firm partners and officers, including the chief executive officer. Provide the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include NCARB or other appropriate national certification number and specify discipline. Use additional lines if necessary. 7. If a corporation, LLC, LLP or other entity other than a partnership, provide the names of all members of the Board of Directors. Provide the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include NCARB or other appropriate national certification number and specify discipline. Use additional lines if necessary. 8. Ownership Interest: Provide the names, addresses, % of ownership and Massachusetts registration number (if registered) of all persons with any ownership interest in the firm. If the firm is a publicly traded corporation, provide detailed information sufficient to demonstrate that a majority of the stock ownership is held by Massachusetts registered architects, landscape architects, or engineers, if such ownership exists. Provide the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include NCARB or other appropriate national certification number and specify discipline. Use additional lines if necessary. 9. Show total number of employees on full time payroll, by discipline, in submitting office. (Average number employed throughout the preceding 6month period) Indicate numbers of employees with Mass. Registrations for Architects, Engineers and Landscape Architects by including number in brackets. While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative". Write in any additional disciplines—sociologists, biologists, etc. – and number of people in each, in blank spaces. 10. Using chart (below) insert appropriate index number to indicate range of professional service fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for work performed directly for the (a)Federal Government or as a sub to other professionals performing work directly for the Federal Government; or any agency thereof, (b) any and all public bodies within the Commonwealth or any political subdivision thereof or any public authority therein (c) all other domestic and foreign work.
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<div> <div> <div>DSB 2000</div> <div>MFB REV. 3/01</div> </div> <div> <div>Commonwealth of Massachusetts</div> <div>Designer Selection Board 2000 Master File Brochure Rev. 3/01</div> </div> </div> <div> <div>Based on Standard Form 254 by GSA</div> <div>(Replaces DSB Master File Brochure 2000</div> <div>as of 03/21/01)</div> </div>	<div> <div> <div>Ranges of Professional Services Fees</div> <div>INDEX</div> <div> <div>1. Less than \$100,000</div> <div>2. \$100,000 to \$250,000</div> <div>3. \$250,000 to \$500,000</div> <div>4. \$500,000 to \$1 million</div> <div>5. \$1 million to \$2 million</div> <div>6. \$2 million to \$5 million</div> <div>7. \$5 million to \$10 million</div> <div>8. \$10 million or greater</div> </div> </div> <div> <div>14. Document the submitting firm’s current liability insurance coverage and status.</div> <div>Note: Liability insurance is not required for construction management under DCAM/CM nor for preparation of programs, studies, surveys, soil testing or cost estimates.</div> <div>15. The completed DSB 2000 Master File Brochure should be signed by a principal of the firm, preferably the chief executive officer.</div> </div> <div> <div>11. Select and enter, in numerical sequence, not more than thirty (30) “Experience Profile Code” numbers from the listing (next page) which most accurately reflect submitting firm’s demonstrated technical capabilities and project experience. Carefully review list. (it is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects). For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past five years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 11 on form.</div> <div>12. Using the “Experience Profile Code” numbers entered in item 11, give details of all current projects in the firm, except work being performed for all or any public agencies within the Commonwealth. (The work for the Commonwealth will be listed in question #13). After each code number in questions 12 & 13, show: (a) whether firm was “P” the prime professional, “C” a consultant, or “JV,” part of a joint venture on that particular project (new firms, in existence less than five (5) years may use the symbol “IE” to indicate “Individual Experience” as opposed to firm experience); (b) indicate the phases of the work for which submitting firm was responsible (in accordance with “Immediate Services Authorized” as printed in DSB Public Notices, i.e., study (St.), schematics (Sch.), design development (D.D.), construction documents (C.D.), administration of Construction (A.C.); or other such as document review, (c) provide name and location of the specific project, including the name of the principal-in-charge and/or project manager; (d) give name and address of the owner of that project (if government agency indicate responsible office) and contact name and phone number; (e) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm’s work); and (e) state year work on that particular project was, or will be, completed. (f) Indicate whether the nature of the work was renovation (R) or new construction (N). Use additional rows as needed to document all current projects.</div> <div>13. Give details of all projects for all public agencies within the Commonwealth for which the applicant has performed or has entered into a contract to perform design services within the five year period immediately preceding the filing of information required in this section.</div> </div> <div> <div>Note to Designers: The members of the Designer Selection Board are engaged in an on-going search for experienced and qualified design professionals to perform work on various projects for the Commonwealth of Massachusetts. New firms, or recently reorganized or amalgamated firms, are eligible and encouraged to seek work from the State in connection with performance of projects for which they are qualified. The selection process depends to some extent on the content of the DSB 2000 Master File Brochure that is on file with the Designer Selection Board. The Designer Selection Board encourages the applicant to include graphic examples of their work including plans, exterior and interior photographs, and renderings. Some firms have provided us with this data and the Designer Selection Board utilizes this resource in the evaluation process. There are some firms who have not submitted this material, and they suffer when compared against firms that provide a complete file.</div> <div>The Designer Selection Board further advises that the DSB 2000 Master File Brochures convey information about the firm to members on the Board who may be unfamiliar with the firm’s work. Complete and detailed information can only enhance a firm’s candidacy.</div> <div>Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employ of others. In so doing, notation of this fact should be clearly made on the form.</div> </div> <div> <div>Interviews:</div> <div>Newly formed firms, or those which have undergone significant organizational changes, or have entered new areas of practice, may desire to come before the Board for an informational interview. Time and schedule of the Board permitting, it will interview firms on a pre-arranged basis only. Please address written requests for interviews to the Executive Director.</div> </div> </div>
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